



To: Continuing Education Providers and Cosmetology Schools  
From: Gina Stauss Fast, Executive Director  
RE: Changes in Providing Continuing Education  
Date: November 18, 2015

# Memo

The Minnesota Board of Cosmetologist Examiners (BCE) has several upcoming changes regarding continuing education for practitioners and instructors. This memo will provide information on new requirements for providers of continuing education courses and the steps for becoming an approved provider. These changes will take effect January 1, 2016. You are strongly encouraged to distribute this to any interested party.

## Changes in Continuing Education Provider Requirements

As of January 1, 2016, all providers of practitioner and instructor continuing education courses will be required to pay a yearly course provider fee. Course provider approval is valid through December 31<sup>st</sup> of the applicable calendar year. Fees are as follows:

- Instructor Continuing Education Provider Fee: \$150 yearly
- Practitioner Continuing Education Provider Fee: \$150 yearly
- Providers of both practitioner and instructor continuing education will pay a total of \$300 yearly

All instructor and practitioner continuing education providers will be required to submit one yearly payment and one yearly course approval application for each course curriculum. Approval of a provider is contingent on meeting requirements outlined below and listed in Minnesota Statute 155A.271.

## Practitioner Continuing Education Provider Requirements

### **Core Continuing Education (Current)**

Currently, a four hour core continuing education course is required for any operator or salon manager license renewal or reactivation. This course can be provided by approved cosmetology schools, Board-approved professional associations, and post-secondary schools. As of January 1, 2016, all courses and course providers must be approved yearly. Each approval will expire on December 31<sup>st</sup> of the applicable year.

Core continuing education courses must consist of following:

- 3 hours of health, safety, and infection control matters consistent with OSHA standards
- 1 hour of Minnesota laws and rules governing the practice of cosmetology

### **Professional Practice Continuing Education (Future)**

Beginning August 1, 2017, a four hour professional practice continuing education course will be required for any operator or salon manager license renewal or reactivation. This is in addition to the four hour core continuing education course that is currently required. Professional practice continuing education can be provided by cosmetology schools, Board-approved professional associations, and salons. All courses and course providers must be approved yearly. Each approval will expire on December 31<sup>st</sup> of the applicable year.

Professional practice continuing education courses may be based on any or all of the following:

- Product chemistry and chemistry interaction
- Proper use of machines and instruments
- Business management and human relations
- Techniques relevant to the type of license held

## Marketing and Advertising

The marketing or sale of any product is prohibited during core and professional practice continuing education courses. Any advertising for a core or professional practice continuing education course must include the approved course provider name.

## How to Offer Practitioner Continuing Education (Beginning January 1, 2016)

### Step 1: Be Approved as a Practitioner Continuing Education Provider

1. Meet entity requirements for the course you wish to offer.
  - a. Core: cosmetology school, Board-approved professional association, or post-secondary school
  - b. Professional practice: cosmetology school, Board-approved professional association, or salon
2. Submit payment of \$150 Practitioner Continuing Education Provider Fee.
3. Submit a Practitioner Continuing Education Course Approval Application at least 15 business days before the first offering of the course.

### Step 2: Confirm Approval

1. Receive an approval letter from the BCE with your Practitioner CE Provider Number. You are required to provide the number to all practitioners who take your course.
2. Check the [Practitioner Continuing Education List](#) on the BCE website to be sure your information is correct. If a course is posted on this list, it is approved for the applicable calendar year.
3. Offer your course.

### Step 3: Provide and Retain Documentation

1. Provide each attendee with a receipt or certificate showing the following information:
  - a. Name of course
  - b. Name of attendee
  - c. Date of attendance
  - d. Practitioner CE Provider Name
  - e. Practitioner CE Provider Number
2. Retain records of course attendance for at least five years.
3. Comply with, and respond to, BCE audits for continuing education verification.

## Additional Courses

If you wish to offer more than one course, you can follow the steps above for each course. However, you will submit your Practitioner CE Provider Number instead of submitting additional payments, since the fee is only required once per year, per provider.

## Instructor Continuing Education Provider Requirements

Beginning January 1, 2016, each Instructor Continuing Education Course Provider is required to pay a yearly \$150 fee. Additionally, to streamline the instructor continuing education process, all continuing education providers will be given a unique Instructor CE Provider Number, rather than course numbers.

A provider may be approved with submission of an Instructor Continuing Education Course Application. Once approved, the provider will be given an Instructor CE Provider Number. Then, the provider and initial course will be listed on the Instructor Continuing Education List. Each subsequent course can be

submitted and approved at no cost to the provider. Once approved, the course will be added to the Instructor Continuing Education List for the applicable calendar year. Providers will no longer be required to submit specific course dates or to resubmit a course application for each course date, but providers will be required to provide attendees with a completion certificate. See the steps for “How to Offer Instructor Continuing Education” below.

Highlights in Instructor Continuing Education Changes	
Eliminated	Added
Each course occurrence approved	Course and provider approved yearly
Course Number	Provider Number
Attendance Record within 30 days	CE Verification Audit
CE list organized by date	CE list organized by provider

In an effort to better align instructor continuing education with practitioner continuing education, providers will no longer need to submit attendance records within 30 days of course completion. Rather than confirming attendance after the course, the BCE will be performing audits of course attendance after Instructor License Renewal Applications are processed.

#### **How to Offer Instructor Continuing Education (Beginning January 1, 2016)**

##### **Step 1: Be Approved as an Instructor Continuing Education Provider**

1. Submit payment of \$150 Instructor Continuing Education Provider Fee.
2. Submit course curriculum with the Instructor Continuing Education Course Approval Application at least 15 business days before the first offering of the course.

##### **Step 2: Confirm Approval**

1. Receive an approval letter from the BCE with your Instructor CE Provider Number. You are required to provide the number to all practitioners who take your course.
2. Check the Instructor Continuing Education List on the BCE website to be sure your information is correct. If a course is posted on this list, it is approved for the applicable calendar year.
3. Offer your course.

##### **Step 3: Provide and Retain Documentation**

1. Provide each attendee with a receipt or certificate showing the following information:
  - a. Name of course
  - b. Name of attendee
  - c. Date of attendance
  - d. Instructor CE Provider Name
  - e. Instructor CE Provider Number
2. Retain records of course attendance for at least five years.
3. Comply with, and respond to, BCE audits for continuing education verification.

##### **Additional Courses**

If you wish to offer more than one course, you can follow the steps above for each course. However, you will submit your Instructor CE Provider Number instead of submitting additional payments, since the fee is only required once per year, per provider.